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15 July 1971

MEMORANDUM FOR: Records Management Board Members

SUBJECT : Reported Microfilming Activities

The following microfilm activity information was gathered and telephoned to me for the July 1971 Board Report:

A. Nine new microfilm applications were established in the last six months and have resulted in the filming of 145 cubic feet of records to date.

Upon verification of the film the paper records will be destroyed.

Office	<u>File</u>	Vol. Filmed	Destroyed
O/Finance	Station Accounts	47	0
O/Training O/Commo SSS/DDS	CTP Personnel	ıi	11
	Accountable Crypto Items	11	0
	Regulation Case Files	52	0
O/Personnel	Credit Union Cards	Ō	0
O/Training	Course Files	10	0
O/ELINT	Cable Reference File	10	0
FMSAC O/R & D	Telemetry Analogs	14	0
	R & D Project Files	0	0
	Total	145 cu. ft	. 11

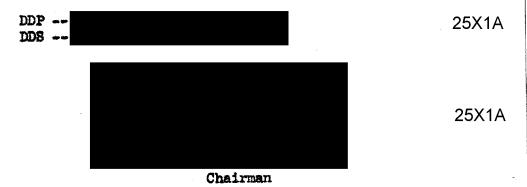
B. Some ten other microfilm applications established since July 1968 have permitted the destruction of 1,300 cubic feet of records.

<u>Office</u>	<u>File</u>	Destroyed
Cable Secy. CI/DDP RID/DDP FI/D OSP/DDS&T OSA/DDS&T FMSAC	Master Cable File Applicant Files Subject File Lists FI Files Cable Reference File Cable File Missle & Space Summaries TSCC/USIB Library	700 300 8 24 28 170 40
ORD	Total	1,300 cu. ft.

GNOUP 1 Excluded from automatic downgrading and designation

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C. At present there are 15 Computer Outputs to Microfilm (COM) applications in operation for DDP. Two other COM applications are in operation for the Offices of Finance and Training with two more being programmed for the Office of Personnel.



25X1A DDS/SSS/RAB, mrf